

## CHAPTER 3

### BARBER SHOP

#### STANDARD OPERATING PROCEDURE

#### 500 BED FLEET HOSPITAL

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**500 BED FLEET HOSPITAL**  
**STANDARD OPERATING PROCEDURES**  
**BARBER SHOP**

A. **MISSION:** Provide hair care services for hospital staff and ambulatory patients.

B. **FUNCTIONS:**

1. Provide hair cutting services to male staff and ambulatory patients.

2. Provide hair cutting services to female staff and ambulatory patients.

C. **PHYSICAL DESCRIPTIONS:**

1. Location within complex:

2. Sheltering.

Type: ISO Container (rigid, hardwall shelter  
(8x81/2x20)

Quantity: One. Non-expandable ISO shelter

3. Material.

IOL: SBOA, SGOE, SBOG, SBOH, SBOI, SBOJ,  
SBOK, SBOL, SBOM, SBON

D. **SPECIAL CONSIDERATIONS:** N/A.

E. **WORKLOAD:**

1. 350 staff haircuts weekly.

2. 100 patients haircuts weekly.

F. **ORGANIZATION:**

1. Responsibility. The Barber reports to the Personal Services Manager and has overall responsibility.

2. Organization Chart: N/A.

3. Staffing.

(a) Criteria.

(1) NEC 3122, Barber, is required.

(b) Staffing pattern: Two six-hour watches.

4. Assignment by Billet Sequence Number:

Billet Number	Title	Designator/ Nec	Rank
17259	Barber	0000/SH	E-5
17261	Barber	0000/SH	E-5
17263	Barber	0000/SH	E-5

5. Watch Bill: The barber will work two six-hour shifts each day, Monday through Saturday. The hours will be 0800-1400 and 1600-2200.

6. Special Watches: N/A

G. **TASKS:**

Task	Method
1. ESTABLISH OPERATING BARBERSHOP	1.1 The Barber will unpack, inventory, assemble all fixtures, equipment, and consumables required for operation.
	1.2 All required preventive maintenance will be performed and equipment tested for safe operation.
	1.3 Any inventory, physical or operation discrepancies noticed will be reported to the Personal Services Manager for further action.
	1.4 The Personal Services Manager will initiate repair or replacement actions as necessary.

- |    |  |     |  |
|----|--|-----|--|
| 2. | BARBER SHOP OPERATIONS                 | 2.1 | The Barbershop will be operated IAW TAB A, page 5.   |
|    |  | 2.2 | The Manual of Naval Preventive Medicines, NAVMED P-5010 provides directions for the maintenance of sanitary conditions in the Barbershop.                |
| 3. | STAND DOWN THE BARBER SHOP             | 3.1 | The Barber will clean and disinfect all equipment and furnishings.   |
|    |  | 3.2 | Linens and hair clothes will be processed through the Laundry.   |
|    |  | 3.3 | The Barber and Personal Services Manager will inventory and inspect all equipment, furnishings and supplies.   |
|    |  | 3.4 | The results of the inventory will be submitted to Head, Operating Management Department for directions as to storage or disposition of individual items. |
|    |  | 3.5 | As directed re-store, transfer or dispose of equipment and operating supplies.   |
| H. | <u>STANDARD OPERATING PROCEDURES:</u>  |     | See TAB A, page 5.   |
| I. | <u>CLINICAL POLICIES/GUIDELINES:</u>   |     | N/A.   |
| J. | <u>STANDARDS AND JOB DESCRIPTIONS:</u> |     | N/A.   |
| K. | <u>DOCUMENTATION:</u>                  |     |  |
|    | 1. References                          |     | See TAB B, page 7.   |
|    | 2. Forms                               |     | See TAB C, page 8.   |

## **TAB A**

### **BARBERSHOP STANDARD OPERATING PROCEDURES**

The barber in charge of the hospital's barbershop will operate the shop in accordance with the following:

#### **A. GENERAL:**

1. All services are free; TIPPING is prohibited.
2. Hours of operation are prescribed by the Commanding Officer.
3. An appointment sheet will be kept by each barber and authorized personnel may sign for haircuts at any time open in the day's schedule.

#### **B. PERSONNEL:**

1. Barbers will be immaculately clean at all times.
2. Each barber will wash his hands thoroughly with soap and hot water before attending each person.
3. Barber will keep hair neatly cut and groomed.
4. Nails will be clean and well-trimmed at all times.
5. A barber having infections or diseases of a communicable nature will not attend a patron of the barbershop.
6. Barbers will not smoke while attending patrons.
7. Each barber will wear a clean, well-pressed uniform at all times in the shop.
8. Barber will be inspected weekly by the Environmental Health Officer.

#### **C. EQUIPMENT AND SPACES:**

1. All tools and implements will be kept thoroughly clean and sterilized at all times.
  - (a) The sterilizing cabinets, maintained sterile by a fumigant approved by the Environmental Health Officer, will contain all instruments when not in use.
  - (b) Clipper heads will be sterilized after each use.

(c) Combs will be used in rotation. After each comb is used, it will be sterilized IAW specifications of the Medical Officer and remain in the sterilizing cabinet while another comb is used on the next patron.

(d) Straps and hones will be kept clean at all times. No razor will be strapped or honed before it is sterilized.

(e) A clean towel will be used for each patron.

(1) No towel will be used twice without laundering.

(2) Dirty linen will be sent to the laundry daily.

2. No alum or other astringent in stick form will be used on any patron.

3. The Barbershop will be kept clean at all times.

(a) Furniture and other fixtures will be kept clean and free from dust.

(b) Decks will be swept or mopped thoroughly each day. Hair will be swept as often as necessary and before securing the shop each night.

(c) A complete field day will be held, as directed each week.

#### D. CONDUCT:

1. All services will be rendered in a friendly and courteous manner, and military etiquette will be maintained at all times.

2. Any customer with a skin eruption of any type will be politely refused services until he obtains a statement from the Medical Officer that he can be served.

3. Failure of personnel to conduct themselves IAW prescribed rules will result in disciplinary action.

**TAB B**  
**REFERENCES**

<u>Number</u>	<u>Reference Number</u>	<u>Title</u>
B-1	NAVMED P-5010	The Manual of Naval Preventive Medicines



**TAB C**  
**FORMS INDEX**

<u>NUMBER</u>	<u>FORM NUMBER</u>	<u>FORM TITLE</u>
C-1	DD 599	Patients Effects Storage Tag
C-2	NAVMED 6010/8	Patients Valuables Envelope